

PONY

ICT

Monthly Revision of
February and March

By

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سلسلة كتب الأستاذ



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Lesson 1

» **Digital Responsibility:** It means thinking about the impact of our actions on the people around us.

- o Use the Internet for communication and learning.
- o Don't use the Internet to hurt others or bully them.
- o Be polite and respectful online.



Rights الحقوق



- 1 Protection from piracy
مكافحة القرصنة وحماية الحقوق.



- 2 Ability to engage with others online
القدرة على التفاعل الإيجابي مع الآخرين عبر الإنترنت.



- 3 Share and access information online
مشاركة المعلومات والحصول عليها عبر الإنترنت.



- 4 Ability to use the Internet when you need to
استخدام الإنترنت عند الحاجة إليه.

Responsibility المسئوليات



- 1 Respect others' privacy.
احترام خصوصية الآخرين.



- 2 Respect various sources.
احترام المصادر المتنوعة للمعلومات.



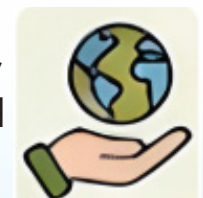
- 3 Exhibit positive behavior in interactions with others.
إظهار سلوك إيجابي في التعامل مع الآخرين.



- 4 Ensuring safe sharing online.
الحرص على المشاركة الآمنة عبر الإنترنت.

» **Social Responsibility:**

- o Schools and media help spread awareness. They provide tips on how to protect ourselves and others, and how to avoid spreading rumors or false information.
- o Using technology for useful purposes, being honest, respectful, and trustworthy online shows good digital citizenship and makes the Internet safer for everyone.



Lesson 2

»» **A website:** It is a group of connected pages that have text, images, and videos.

o **Menu Bar:** It helps you navigate easily between the pages of the site.

o **Search Box:** It helps you find specific information quickly.

o **Interaction Buttons:** They are used to share or save content.

»» **Reliable Websites:**

① Egyptian Knowledge Bank (EKB)

② Alexandria Digital Library.

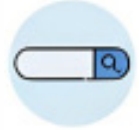
»» **How to check if a website is safe:**

- o It belongs to a well-known organization.
- o Information should be clear, accurate, and not fake.
- o Check the website address (URL).

»» **Features of a Good Website:**

- o Attractive and organized design.
- o Easy navigation and access to information
- o Organized and clear content written in simple language.

»» **Note:** You can build simple websites using tools like Google Sites or WordPress.



Lesson 3



Websites are classified into

① **Commercial Websites**



② **Non-Commercial Websites**

1 Commercial Websites:

- o They are used for buying and selling products or services online.
- o They save time and effort, but you should be careful when using them.



Examples: 1 E-stores (e.g., Amazon)

2 Digital advertisements

2 Non-Commercial Websites:

- o They are used to share knowledge and information without making profits.
- o You can read books, watch lessons, and learn new skills for free.

Examples: 1 Educational websites

2 Digital libraries, such as EKB

3 E-Learning platforms



**Digital libraries:
Such as: EKB**

» Dealing with Online Advertisements:

- o Be a smart user; some ads can be misleading.
- o They might show low prices or make fake promises to attract customers.

» Safe Shopping Rules:

- o Never share passwords or personal info (like card numbers).
- o Look for the "Padlock" icon or "https" at the start of the URL; this means the site protects your data.



Lesson 4

» **Web browser:** It's a program that helps you browse the Internet easily.

Examples: 1 Google Chrome

2 Microsoft Edge



»» Microsoft Edge Features:

- o It comes with Microsoft Windows.
- o It starts very quickly when clicked. (Startup Boost)
- o It keeps the information safe and private.



»» Collections Tool in Microsoft Edge:

- o It helps organize research and projects in one place.
- o **Steps to use:** Click the Collections icon → "Start a New Collection" → Type a name → "Add Current Page".
- o Users can **drag and drop** images, videos, or links directly into the collection.

Lesson 5

سلسلة كتب الأستاذ

»» Smart Searching: Use accurate keywords to find information quickly.

»» There are many types of reliable online sources, such as

- | | |
|------------------------|-----------------------|
| 1 Educational websites | 2 Digital libraries |
| 3 Online encyclopedias | 4 Scientific articles |

»» To know if a website is reliable, check the following:

- 1 **Author Name:** Check if it's a known person or organization.
- 2 **Date:** Ensure the content is recent or updated.
- 3 **No Mistakes:** Reliable sites have correct spelling and grammar.
- 4 **Organized:** The design should be clear and easy to read.



»» Some unknown or unofficial websites may contain false information or fake news.

»» Compare information from multiple sources to ensure accuracy.

»» Give priority to results from educational or official websites.



- » Always credit the sources used at the end of the project.
This shows respect for the **intellectual property rights**



Lesson 6

» Ways of digital communication:

1 Synchronous Communication (Direct):

- o It is a real-time communication that occurs at the same time.



» It is useful when:

1. You need a quick discussion or an immediate response.
2. You want to communicate with a group immediately.

- o **Examples:** 1 Video calls 2 Instant chats
3 Phone calls

2 Asynchronous Communication:

- o It happens when you send a message and the other person replies later.
- o It does not require an instant response.



» It is useful when:

1. You need time to think.
2. You don't need an immediate answer.

- o **Examples:** 1 Email 2 Educational forums

» Ethics of Online Communication:

- 1 Use polite words.
- 2 Respect others' opinions.
- 3 Avoid sending many repeated messages.
- 4 Do not share inappropriate pictures or symbols.



February and March Model Exams

Model Exam

1

1 Choose the correct answer:

- 1 Digital citizenship is defined as
 - a. Using games only
 - b. disable the internet
 - c. Use technology carefully and respectfully
 - d. don't share information
- 2 Good online behavior is
 - a. Respecting others
 - b. Mocking others
 - c. Ignoring the rules
 - d. posting people's photos without their permission
- 3 To add the current page to a new group in Microsoft Edge We choose
 - a. Add current page.
 - b. close window.
 - c. delete history.
 - d. new tap only.
- 4 Methods of verifying information
 - a. Comparing more than one site.
 - b. Read only one title.
 - c. Ignore the sources.
 - d. Copying texts without reviewing them.
- 5 is/are an example of asynchronous communication.
 - a. Instant messaging
 - b. Phone calls
 - c. Educational forums
 - d. Video chats

- ## 2 Put (✓) or (✗):

- # Model Exam

2

1 Choose the correct answer:

- 8

- 3 A good source should contain
- a. The author's name. b. numbers.
- c. Just a lot of pictures. d. advertisements.
- 4 are an example of synchronous communication.
- a. Video calls b. Recorded videos
- c. Emails d. Paper notes
- 5 The interaction buttons on a website allow us to the content.
- a. share b. save
- c. hide d. both a and b
- 6 Websites are made of that contain text, pictures, links, and videos.
- a. search boxes b. menu bars
- c. linked pages d. buttons
- 7 Using technology to serve our society and help others shows that we are
- a. loyal and cooperative b. angry and rude
- c. lazy d. hackers

2 Put (✓) or (X):

- 1 The Library of Alexandria website is a reliable source. ()
- 2 Anyone can create a simple website by himself. ()
- 3 Personal information must be known during the purchase process from unsafe website . ()
- 4 You can use a Microsoft Edge browser on the Windows operating system ()
- 5 Any website can be trusted without verification. ()
- 6 Sending many repeated messages is a good way to show activity. ()
- 7 Respecting sources of information is part of your digital responsibilities. ()
- 8 Google Sites is a tool to create simple websites. ()

Model Exam

3

1 Choose the correct answer:

- 1 Some common online misconceptions are
 - a. Mocking others
 - b. Disrespect for rules
 - c. Posting photos without permission
 - d. All of them
- 2 A website can be created using
 - a. WordPress.
 - b. Excel.
 - c. PowerPoint.
 - d. Word.
- 3 are an example of asynchronous communication.
 - a. Phone calls
 - b. Direct conversations
 - c. Emails
 - d. Live conferences
- 4 When writing a research paper, you must
 - a. mention the sources
 - b. hide the sources
 - c. delete the references
 - d. ignore the information
- 5 Features of Microsoft Edge include
 - a. security
 - b. opening fast
 - c. privacy
 - d. all of them
- 6 All of the following are examples of commercial websites EXCEPT
 - a. Amazon
 - b. digital advertisements
 - c. Egyptian Knowledge Bank
 - d. online shops
- 7 To know if a website is safe for shopping, look for the symbol.
 - a. exclamation mark
 - b. padlock
 - c. star
 - d. dollar sign



2 Put (✓) or (X):

- 1 Good design makes the website easier to use. ()
- 2 Online advertisements are always true. ()
- 3 Educational websites are non-commercial. ()
- 4 A web browser is a program or application that helps you browse in websites. ()
- 5 A good source mentions the writer of content ()
- 6 Real-time communication is another name for asynchronous communication. ()
- 7 The search box helps us navigate between different pages. ()
- 8 You must be a professional programmer to build a simple website using Google Sites. ()

Model Exam

4

1 Choose the correct answer:

- 1 Organizations help the community through
 - a. publishing awareness campaigns
 - b. hiding information.
 - c. Blocking useful websites
 - d. Reducing participation
- 2 It must be ensured that the site
 - a. No content.
 - b. Unknown.
 - c. Reliable and secure.
 - d. Difficult to use.
- 3 Examples of commercial websites
 - a. Amazon.
 - b. Wikipedia.
 - c. Knowledge Bank.
 - d. YouTube.
- 4 Synchronous communication is best for
 - a. quick discussions
 - b. long-term research
 - c. sending large files
 - d. thinking for days

5 To add the current page to a new collection in Microsoft Edge, we choose

- a. Add Current Page
- b. Close Window
- c. Delete History
- d. New Tab only

6 When creating a website, you can use to make it interesting.

- a. text
- b. photos
- c. links
- d. all of them

7 Fake advertisements may

- a. always be safe
- b. trick the user
- c. increase trust
- d. gives prizes

2 Put (✓) or (X):

- 1 Digital citizenship means using the internet irresponsibly. ()
- 2 The information should be verified before use. ()
- 3 Safe shopping means being wary of unreliable websites. ()
- 4 Features of the Microsoft Edge browser are security and privacy. ()
- 5 Comparing sources helps ensure accuracy. ()
- 6 Personal data must be protected when purchasing online. ()
- 7 Unknown or unofficial websites always contain accurate information. ()
- 8 Emails are the best tool when you need an immediate response. ()

Model Exam

5

1 Choose the correct answer:

- 1 One of the values of digital citizenship is
 - a. Mocking others
 - b. Laziness and negligence
 - c. Respect and responsibility
 - d. Spreading rumors
- 2 Safe shopping means
 - a. Use trusted websites.
 - b. Providing data to any website.
 - c. Opening strange links.
 - d. Account posting.
- 3 Good communication leads to
 - a. permanent problems — كتيب الأستاذ
 - b. misunderstanding.
 - c. disconnection
 - d. better collaboration
- 4 The feature in Microsoft Edge starts the browser very quickly.
 - a. Collections
 - b. startup boost
 - c. search
 - d. interaction
- 5 The "https" in a URL indicates that the site is
 - a. protected — صلة كتيب الأستاذ
 - b. slow
 - c. deleted
 - d. commercial
- 6 The goal of non-commercial sites is to provide help.
 - a. expensive
 - b. free
 - c. paid
 - d. fake
- 7 Search engines like help you find information quickly.
 - a. Fire fox
 - b. Google
 - c. Micro soft Edge
 - d. Google chrome

2 Put (✓) or (X):

- 1 The internet can be a tool for spreading awareness. ()
- 2 Some ads are misleading and use fake promises. ()
- 3 A good website is characterized by being organized, easy to use, and its design is attractive. ()
- 4 Online shopping can be risky if we don't practice safe shopping. ()
- 5 New pages can be added to a group in Microsoft Edge ()
- 6 The source mentioned in your project is one form of respecting the rights of others ()
- 7 The padlock symbol next to a website address indicates the site is safe. ()
- 8 Microsoft Edge and Google are both examples of web browsers. ()



Answers

MODEL (1)

1 1 c 2 a 3 a 4 a
5 c 6 d 7 c

2 1 X 2 X 3 X 4 ✓
5 ✓ 6 X 7 ✓ 8 X

MODEL (2)

1 1 d 2 d 3 a 4 a
5 d 6 c 7 a

2 1 ✓ 2 ✓ 3 X 4 ✓
5 X 6 X 7 ✓ 8 ✓

MODEL (3)

1 1 d 2 a 3 c 4 a
5 d 6 c 7 b

2 1 ✓ 2 X 3 ✓ 4 ✓
5 ✓ 6 X 7 X 8 X

MODEL (4)

1 1 a 2 c 3 a 4 a
5 a 6 d 7 b

2 1 X 2 ✓ 3 ✓ 4 ✓
5 ✓ 6 ✓ 7 X 8 X

MODEL (5)

1 1 c 2 a 3 d 4 b
5 a 6 b 7 b

2 1 ✓ 2 ✓ 3 ✓ 4 ✓
5 ✓ 6 ✓ 7 ✓ 8 X